

CHAPTER IV

CONDUCT OF EXAMINATIONS, DECLARATION OF RESULTS AND ACADEMIC PERFORMANCE OF STUDENTS

INTRODUCTION

1. This chapter deals with the conduct of Exams, Grading System, determination of Academic Standings, disposal of Academically Deficient Cases, etc in line with the guidelines provided by Higher Education Commission (HEC). This policy does not apply to programs of medical education.

CATEGORIES OF EXAMS

2. Air University shall follow the semester system of education. During each semester, students shall be assessed in the subjects in which they have registered, through the following exam methods.

End-Semester Exam


3. An End-Semester Exam, with a total of 100 marks, shall be conducted for every course. Duration of the exam shall be three hours for a three Cr Hrs course, and may vary with course Cr Hrs. It shall be a comprehensive exam comprising complete contents of the course. End-Semester Exam shall be mandatory for a student to pass the course. ***Any student who does not appear in the End-Semester Exam shall be awarded 'F' grade irrespective of his / her internal and mid semester marks.*** The Course Instructor shall determine the mode of End-Semester Exam and include it in course syllabus, with the approval of HoD, before start of the semester. Course Instructor shall not change the mode of exam after start of semester. Director Exams shall issue specific instructions in each semester to specify the procedure for conduct of End-Semester Exams.

Internals

4. Internals comprise various types of exams, which may be conducted by Academic Depts throughout the semester. Results of these exams shall be added to End-Semester Exam result to determine the overall academic standing of a student.

(a) **Mid-Semester Exams.** A Mid-Semester Exam of two hours duration shall be conducted for every course in each semester. ***If a student misses the Mid-Semester Exams for any reason, his / her aggregate score in internals and End-Semester Exam shall be considered for determination of final grade.*** Retest of Mid-Semester Exam shall be allowed only under exceptional circumstances. Director Exams shall issue specific instructions in each semester to specify the procedure for conduct of Mid-Semester Exam.

(b) **Quizzes.** Announced or un-announced quizzes shall be administered in each course and shall be conducted at regular intervals throughout the semester. Results of quizzes shall be posted on AU Automation System (AUAS) within two weeks of conducting the quiz.

OPI	Date	Page No	Signature
Director Examinations	10 Nov 2021	1 of 22	

(c) **Assignments.** Course Instructor shall administer individual / group assignments in on-campus or take-away mode. Class presentations and discussion in the classroom may also be conducted under this category with approval of HoD. Graded assignments shall be returned to the students and results posted on AUAS within two weeks of administering the assignment.

(d) **Practicals / Labs.** Practical / lab shall be designed to impart maximum learning to the students. Exam of labs shall be incremental and based on a specifically designed rubric. Final result of lab shall be posted on AUAS by Academic Depts one week before the End-Semester Exam. Practical / lab shall be conducted in one of the following formats.

(i) Lab courses of one Cr Hr may be conducted to supplement theory courses. A student failing in the theory course shall mandatorily retake the associated lab course. A student failing in the lab course only shall retake the lab course.

(ii) Labs may be integrated in some four Cr Hr courses in which lab element shall not be graded separately.

(e) **Final-Year Project.** Undergraduate students shall undertake practical projects before culmination of their academic programs to apply their knowledge to practical applications. Academic Depts shall design rubrics for Exam of FYPs and shall ensure that evaluation of FYPs is completed before End-Semester Exams and that results are posted along with End-Semester results. All engineering / non-engineering departments shall ensure that FYPs comply with the accreditation manuals issued by respective regulatory authorities.


(f) **Other Curricular Activities**

(i) **CEP / CEA.** Complex Engineering Problems (CEP) and Complex Engineering Activities (CEA) may be assigned to students of engineering programs and evaluated as part of internal assessments.

(ii) **Project.** Projects may be assigned to students as research work aimed at testing ability of students to apply theoretical knowledge gained during the course. Design presentations and design projects may also be assigned to students as per course requirement. Projects shall be evaluated as part of internal assessment.

(iii) **Internship.** Academic Depts may identify requirement of internship, to be conducted at various organisations, for their academic programs. Graded internship of three Cr Hrs shall be mandatory for undergraduate courses at Air University School of Management (AUSOM). Any student who fails to complete the internship successfully, shall be awarded 'F' grade in internship. The host agency / employer shall submit an Internship Completion Certificate at the end of internship to highlight performance and assign a letter grade to the student. Academic Depts shall formulate a committee to verify of the internship report and to rationalise the grade through a VIVA session. Academic Dept shall post the rationalised grades in AUAS, after approval by Dean of faculty, at least two weeks before the End-Semester Exams.

5. ***A minimum of three internal exams per Cr Hr, excluding Mid-Semester Exam and***

OPI	Date	Page No	Signature
Director Examinations	10 Nov 2021	2 of 22	

project / internship, shall be conducted in every course. The scheme of Exams shall be included in Course Syllabus by the Course Instructor, after obtaining approval of HoD.

MODES OF EXAMS

On-Campus, Paper-Based Exams

6. The normal mode of Exams at AU shall be paper-based and conducted on-campus.

Computer-Based Exams

7. This method of exam may be used for IT intensive subjects. Course Instructor shall include the mode of exam in the Course Syllabus, with approval of HoD, and under intimation to Exams Dept at the beginning of the semester. Computer-based exams shall be conducted, under instructions of Exams Dept, in AU computer labs one week before conduct of End-Semester Exams.

Online Exams

8. This mode of exam may be opted, if necessitated by environmental / situational emergency or any other emerging rationale. Director Exams shall issue detailed instructions for conduct of online exams after seeking approval of Vice Chancellor.

Take-Home Exams

9. Course Instructors may administer take-home exams, **in Graduate (PhD / MS) courses only**, during the End- and Mid-Semester Exams. Course Instructor shall inform Exams Dept, with approval of HoD, of the take-home exam at least two weeks before conduct of the exam. This provision can be invoked for MS and PhD programs as an alternate to online exams.

COURSE SYLLABUS


10. Course Syllabus shall be provided to students in the first class of every course. It shall contain all information regarding conduct and evaluation of the course including teaching plan, lecture-wise breakdown, curriculum material (text, reference, online material), modes and number of Exams with weightage, etc. Course Syllabus shall be reviewed and approved by HoD before start of semester.

Weightage of Exams

11. Weightage shall be assigned to various types of Exams to determine a student's earned marks (out of 100) in the subjects studied in a semester. Course Instructor, with approval of HoD, may set the weightage of various elements in Course Syllabus as per Appendix 'A' to Chapter IV.

GRADING SYSTEM

12. Air University shall follow the Semester System of education in which academic

OPI	Date	Page No	Signature
Director Examinations	10 Nov 2021	3 of 22	

performance of students is measured in terms of Grade Point Average (GPA). The Grading system, types of grades and method of calculation of GPA is elaborated in Appendix 'B' to this Chapter. The following guidelines shall apply to grading of various levels of programs:-

- (a) **Undergraduate Programs.** Relative Grading shall be used to assign letter grades to students in undergraduate courses. Course Instructor shall maintain a record of marks obtained by each student in each exam during the semester. Overall subject percentage shall be rounded off to two decimal points. The results shall be posted in AUAS during the semester as per the specified procedure.
- (b) **Graduate Programs.** Absolute Grading shall be used.

EXAM OFFICIALS

13. Director Exams shall be responsible for all matters concerning conduct of exams, results declaration and record keeping. He shall also be the focal person for management of results in AU automation system. Other exam officials shall include the following:-

- (a) Staff of Exams Dept
- (b) Superintendent / Deputy Superintendent of Exams
- (c) Unfair Means Control Committees (UMCC)
- (d) Invigilators and other staff detailed by Director Exams

14. Director Exams shall issue detailed instructions regarding conduct of exam and shall specify duties of exam officials. Duties related to exam, once assigned by the Director Exams, shall be binding on exam officials.


Superintendent Exams

15. Superintendent Exams shall be a senior faculty member and shall be appointed for the period of three years by the VC. As a senior representative of Academic Depts, he / she shall assist Director Exams in the conduct of exams by suitably employing faculty members for invigilation duties. His / her main role shall be to:-

- (a) Ensure complete exam discipline during mid- and End-Semester Exams.
- (b) Act as In-charge of AU Exam Committee comprising Deputy Superintendents.
- (c) Act as In-charge of Dept Exam Committees (DECs) in case of online exams.
- (d) Oversee and advise Depts regarding Mid- and Summer semester exams.

Deputy Superintendents

16. Deputy Superintendent Exams for each Academic Dept / exam centre shall be appointed for a period of one year by the respective Dean on recommendation of HoD. Deputy Superintendent shall work under direction of Superintendent Exams who shall assign them departments / exam rooms to conduct the exam. Deputy Superintendent shall

OPI	Date	Page No	Signature
Director Examinations	10 Nov 2021	4 of 22	

be responsible for satisfactory and disciplined conduct of end- and Mid-Semester Exams in their department / exam centre.

17. Deputy Superintendents shall coordinate administrative arrangements for their assigned exam centres with administrative authorities and Exams Dept for necessary admin support. Deputy Superintendents shall ensure that:-

- (a) Students are seated in exam rooms according to seating plan prepared by Exams Dept.
- (b) Answer Books used in exams are initialled by invigilators.
- (c) Exam discipline is maintained.
- (d) Students are asked to read instruction given on Answer Books and Admit Cards. They shall be warned against use of unfair means and shall be asked to surrender notes, unauthorised material, gadgets and devices before commencement of exam.
- (e) Cases of use of unfair means are reported to Chairman UMCC / Exams Dept.

Invigilators

18. Faculty members, lab engineers and RAs / TAs / Lab in-charges of each Dept shall perform invigilation duties. Exams Dept shall forward a blank invigilation duty roster, depicting strength of examinees scheduled in each exam room, to Superintendent Exams one week before start of End-Semester Exams. Superintendent Exam shall assign duties to FMs and disseminate Invigilation Duty Roster to all concerned. Superintendent Exams shall assign invigilation duties to each category of FM in proportion of their total strength and total number of invigilation duties.


19. **Responsibilities of Invigilators.** Invigilation is a part of instructional duties and is to be carried out in the same spirit. An invigilator is expected to be alert at every moment from seating of students till all Answer Scripts are collected and submitted to Exams Dept. FMs are to familiarise themselves with their directory of duties, Exam SOPs and contents of Chapter XV of AU Academic Regulations related to use of unfair means during exam. Invigilators shall perform their duties with due diligence as per SOPs, ensure exam discipline and show zero tolerance to use of unfair means.

20. **Refresher Session for FMs.** As a part of indoctrination and development, Office of Director Exam will arrange a refresher session for all FMs regarding conduct of exam before commencement of End-Semester Exam in each semester. All the faculty members and HoDs shall attend the session.

CONDUCT OF EXAMS

Exam Scheduling and Datesheets

21. **Internal Exams.** All types of internal exams shall be managed by the Academic Depts and monitored by respective HoDs. Schedule of internal exams shall be determined by the Course Instructors as per the Course Syllabus. HoDs shall monitor progress to ensure that

OPI	Date	Page No	Signature
Director Examinations	10 Nov 2021	5 of 22	

exams are evenly paced throughout the semester and the results are posted timely in AUAS.

22. **Mid-Semester Exams.** Exams Dept shall issue guidelines, four weeks in advance, for Academic Depts to conduct Mid-Semester Exams. Academic Depts shall forward Datesheets to Exams Dept, after removal of clashes in schedule of papers through coordination with concerned Depts, two weeks before the Mid-Semester Exam. Superintendent Exam and Exams Dept shall oversee conduct of Mid-Semester Exams and provide necessary guidance to Academic Depts.

23. **End-Semester Exam.** End-Semester Exams at the Main Campus shall be centrally conducted by Exams Dept. Director Exams shall issue necessary instructions for setting of question papers and conduct of exams. Director Exams shall also prepare a tentative datesheet, four weeks before the exam, and circulate to all Academic Depts for identification of scheduling conflicts and other suggestions. Finalised datesheet shall be forwarded to Academic Depts for display on notice boards and circulation to students at least two weeks prior to commencement of End-Semester Exams. The datesheet shall also be uploaded on intranet and AU webpage.

Scheduling Conflicts


24. Students at AU study core courses offered by their respective departments as well as support courses offered at other departments. Additionally, some students take elective courses or are required to repeat certain courses. These aspects can result in scheduling conflicts in planning mid- and End-Semester Exams. Exam Department shall endeavour to eliminate all possible conflicts to facilitate students in taking their exam. Priority shall be given to resolve conflicts that affect the maximum number of students. Resolution of scheduling conflicts shall be in the following order of priority:-

(a) **Priority 1 – Conflict in Core Course Exams.** All conflicts arising in scheduling exams for core courses offered as per the standards scheme of studies for a program shall be addressed first. i.e. the students who continue to progress with their initial induction class shall be facilitated first within their own departments.

(b) **Priority 2 – Conflict in Support Course Exams.** Conflicts arising in scheduling support course exams shall be addressed next provided they affect a complete section / class of students.

(c) **Priority 3 – Conflict for Students With Repeat / Elective Courses.** Such conflicts shall only be addressed if a rescheduling of the relevant courses does not create or cause a higher priority conflict. Otherwise, the student shall have to take the two exams on the same day with a half-hour break. The student shall not be allowed to leave the exam room before both exam papers have been completed and submitted.

(d) **Priority 4 – Individual Student's Conflict.** Any other scheduling conflict that arises for a specific student shall be addressed in the same manner as priority 3 cases, without changing schedules of core or support courses.

OPI	Date	Page No	Signature
Director Examinations	10 Nov 2021	6 of 22	

PAPER SETTING FOR MID- & END-SEMESTER EXAMS

Roles of Course Instructors, HoDs and Deans

25. Question papers shall be set by Course Instructors and approved by HoDs. The question paper shall be balanced to address the whole syllabus at the required levels of Bloom's Taxonomy. Course Instructor shall submit the solution and marking scheme to HoD along with the question paper. Course Instructor shall clearly state all specific instructions, notes, reference material or formula sheet which may be used by students during the exam. Open book exams shall be clearly identified in the instructions. Since possession of any unauthorised material by the student shall constitute a case of use of unfair means, explicit information shall be given in the question paper for inform of the students.

26. Academic Depts shall institute their own processes for approval of End-Semester Exam papers by HoDs. Course Instructors shall submit approved exam papers to Exams Dept two weeks before the start of End-Semester Exams. Deans shall monitor the process of exam paper formulation and shall ensure that all exam papers are submitted to Exam Dept before the specified deadline.

27. Course Instructor shall post solution to the exam paper on student portals and display on department's notice board immediately after the exam. In case of subjective type assessments requiring theoretical / conceptual responses, minimum acceptable key elements required in students' response shall be highlighted.

Security and Secrecy


28. Course Instructor shall be responsible to maintain secrecy of exam papers. During the process of scrutiny and vetting, Course Instructor shall carry hard copy of exam paper to the HoD. After submission of exam paper to Exams Dept, Course Instructor shall delete the exam paper from his / her PC / Laptop. Printing of exam paper and packaging at Exams Dept shall be done under strict security in a room equipped with CCTV coverage. Subsequent secrecy measures regarding grades and compilation of results would be the responsibility of Exams Dept. Room Packets shall be delivered to Deputy Superintendent not more than 30 minutes before start of exam. Breach of security and secrecy shall be investigated and disciplinary action shall be taken as per AU Regulation.

EXAMINEE ELIGIBILITY AND RESPONSIBILITIES

Eligibility to Appear in End-Semester Exams

29. A student shall be allowed to appear in End-Semester Exams if he / she:-

- (a) Is registered in the course for which exam is scheduled
- (b) Has minimum 75% attendance in the course for which exam is scheduled
- (c) Has minimum 75% attendance in Advisory Classes
- (d) Is not a fee defaulter

OPI	Date	Page No	Signature
Director Examinations	10 Nov 2021	7 of 22	

- (e) Has submitted feedback about Course Instructor in each subject

30. Academic Depts, Finance, Registration, Automation and QEC shall ensure that Admit Card data is updated in AUAS by the last day of classes. i.e attendance, fee default, registration for a program and students feedback about Course Instructors.

Admit Card

31. Eligible students shall download their Admit Card from student's portal. Admit Cards shall be system-generated and shall show eligibility status, exam room (venue), exam date and exam time of the student for all subjects taken during the semester. The student shall print the Admit Card, check his / her eligibility in each subject and take timely action for removal of any discrepancy before start of the exam. Possession of Admit Card shall be mandatory for a student to sit in End-Semester Exam.

Students' Responsibilities

32. Students shall report to exam room half an hour before exam commencement time on the first day and 15 minutes on subsequent days. In case of extreme emergency, Superintendent Exam may allow a student to sit in exam within first 30 minutes. Students shall not carry any books, notes, documents, cell phone, smart watch or electronic gadgets into the exam room and shall strictly comply with instructions related to conduct of exams and exam discipline. Students shall not be allowed to leave the exam room before half of exam time is elapsed.

PAPER-CHECKING AND FINAL RESULT COMPILATION

Receipt of Answer Scripts

33. Exams Dept shall receive Answer Scripts from all exam rooms after end of the exam and sort them according to class and section. Course Instructors shall collect subject-wise packets of Answer Scripts from exams staff within 24 hours of the exam. Course Instructors shall ensure that the correct number of Answer Scripts is handed over to him / her.


Loss / Damage to Answer Scripts During Exams

34. Answer Books with solution rendered by the students are termed Answer Scripts. In case of loss or damage to an Answer Script during exam, the matter shall be referred to UMCC for investigation. Based on findings of UMCC, the following actions may taken.

- (a) If the loss or damage is attributed to a student, he / she shall be awarded 'F' Grade in the course.
- (b) If the loss or damage is attributable to Course Instructor or another staff member or a calamity, the student shall be given a chance to retake End-Semester Exam with the approval of VC.

Answer Script Showing and Award List Finalisation

35. Marked Answer Scripts of Mid-Semester and End-Semester Exams shall be shown to

OPI	Date	Page No	Signature
Director Examinations	10 Nov 2021	8 of 22	

students on prescribed days notified in AU Academic Calendar. Course Instructor shall follow the procedure specified by Director Exams for Answer Scripts showing. Attendance of paper showing session shall be mandatory for students. A student missing paper showing session shall not have the right to apply for paper rechecking after declaration of results.

36. Award List shall be prepared by Course Instructor prior to paper showing and shall be approved by HoD. However, Course Instructors shall not reveal actual or estimated grades to students at paper showing stage. Course Instructor shall post the results in AUAS and provide a signed copy of award list to the Department Coordinator. A copy of the award list, duly signed by the HoD, shall be forwarded to Exams Dept.

Posting of Results

37. Course Instructors shall post results of mid-semester and End-Semester Exams in AUAS as per the dates provided in the Academic Calendar. Posting of results of all internals in AUAS shall also be completed one week before End-Semester Exams. Academic Depts shall ensure that all queries regarding marks of internals and Mid-Semester Exams are addressed before posting into the AUAS.

Compilation of Final Result

38. All Academic Depts shall forward approved Award Lists to Exams Dept by the date specified in Academic Calendar. Marked Answer Scripts of all courses shall also be submitted to Exams Dept by all Course Instructors by the same date. Final Result of a course shall not be processed in AUAS by Exams Dept till all Answer Scripts are received. Exams Dept shall then direct Automation Dept to compile the final results and generate reports on academically deficient cases including Dismissal, Serious Warning and Warning. Director Exams shall prepare result folders for VC, Registrar, Director Academics, Deans, HoDs and shall present the result for approval in the UFC meeting.

Errors / Omissions in Results


39. Rechecking of Answer Scripts shall not be authorised under any circumstances. However, Academic Depts may forward applications of students to address queries, errors or omissions in the Final Result within seven working days after declaration of result. Exams Dept shall scrutinise concerned Answer Script / Award List for numerical mistakes and omissions only. In case a correction is identified, changes shall be incorporated by Exams Dept in AUAS after obtaining approval of VC. However, errors in posted results of internal assessments, practicals, labs or Mid-Semester Exam shall not be addressed at this stage.

Disposal of Results, Exam Papers and Answer Scripts

40. Answer Scripts of mid- and End-Semester Exams shall be retained in safe custody at Exams Dept for two years after declaration of results. Exam papers and Attendance Rolls shall also be disposed-off along with Answer Scripts. Hard and soft copies of results / grades lists and master copies of Exam Papers shall be kept permanently with Exams Dept.

DECLARATION OF SEMESTER FINAL RESULT

41. After approval of Final Result by UFC, Director Exams shall declare the result by

OPI	Date	Page No	Signature
Director Examinations	10 Nov 2021	9 of 22	

uploading on Students' Portal through AU Web.

Disposal of Academically Deficient Cases

42. Students who fail to maintain CGPA above the pre-defined minimum thresholds in the Semester Final Result, shall be termed as Academically Deficient Case. These students shall be placed in various categories as in Appendix 'D' to this Chapter. Academic penalties shall be awarded to these students as defined in Appendix 'D'.

Analysis of Results

43. Exams Dept shall carry out analysis of Semester Final Result with the aim to identify focus areas for improvement during subsequent semesters. The analysis shall be presented in UFC meeting and also shared with Academic Depts for remedial action.

Departmental Review Committee

44. All Academic Depts shall constitute a Departmental Review Committee (DRC), headed by a Senior Faculty member, to review uniformity of grading, syllabus coverage and quality of Exam Papers. The DRC shall randomly select a few Answer Scripts of End-Semester Exams and Exam Papers for their review. Reports of DRCs shall be forwarded to Dir Exams for review and briefing to VC.


RETAKE AND REPEAT OF EXAMS

Retake of Internal Exams

45. There shall be no make-up for missed quizzes, assignments or Mid-Semester Exams. However, in extreme cases, requests for retake of Mid-Semester Exam only, may be recommended by Academic Depts to AU Review Committee which shall be constituted as a following:-

- (a) Director Academics
- (b) Dean of Faculty
- (c) Director Exams
- (d) HoD concerned
- (e) Senior Faculty Member of department or Class Advisor

46. Request for retake of Mid-Semester Exam shall be processed by the student to his / her Academic Dept before missing the exam in case of anticipated unavoidable reasons, or within two days of missing the paper in case of extreme emergency. Academic Dept shall forward its recommendation to Exams Dept, along with complete supporting evidence, within three days of receiving request from the student. In case of a favourable decision by the Review Committee, the student shall submit Rs 5000 per course as Exam Retake Fee. The date of retake exam shall be approved by Director Exams.

OPI	Date	Page No	Signature
Director Examinations	10 Nov 2021	10 of 22	

Retake of End-Semester Exams

47. Requests for retake of End-Semester Exams shall be processed in the same manner as for Mid-Semester Exams, except that the final approval shall be granted by VC on recommendation by AU Review Committee. In this case, internal grades shall stand intact and End-Semester Exam shall be retaken by the student whenever the same subject(s) are offered or in case an early retake is scheduled by Exams Dept.

48. Early retake may be authorised to a graduating student or when a missed subject is a pre-requisite for next semester. However, in case of early retake, the student shall not be awarded an overall grade higher than 'B'. Timelines for processing request for retake shall be the same as in case of Mid-Semester Exams.

Repeating Courses

49. A student shall repeat all core courses in which he / she has earned an 'F' Grade, to earn a passing grade before graduation. A student may also repeat courses in which he / she earns a grade lower than 'B minus', for performance improvement. However, this option shall not be available to Academically Deficient Students included in list of Dismissals. In case of 'F' Grade in an elective course, a student may take an alternative elective course for repetition with the approval of the concerned Dean. All attempts by the student in a subject shall be shown on the transcript, but only the highest grade earned shall be counted towards calculation of CGPA. Therefore, all courses that are repeated, failed or withdrawn shall be indicated on the final transcript.

Exams in Summer Semester

50. All exams policies and procedures regarding conduct of Internal Exams, End-Semester Exams and control of use of unfair means shall be equally applicable to the Summer Semester. Policies on Grading and Academic Standing shall also remain applicable with the following limitations:-

- (a) Highest grade awardable in a course shall be 'B+'.
- (b) Academic Standing shall not lead to award of Dismissal or Warnings.


51. SGPA, CGPA and Academic Standings of Summer Semester shall be included in the Grade Report and Final Transcript.

SPECIAL CONSIDERATIONS

Conduct of Online Exams

52. Online mode of exams shall comprise a testing platform i.e. Google Classroom (GCR) / Learning Management System (LMS), and a Video Conferencing Application e.g. Zoom / Google Meet / MS Teams, etc. Other software considered useful for efficient and credible conduct of Online Exams may also be used as per applicability and requirement. The software platform and applications shall be centrally approved by the VC.

53. Online Exams shall be conducted under overall arrangement of Director Exams.

OPI	Date	Page No	Signature
Director Examinations	10 Nov 2021	11 of 22	

Administrative structure at Depts shall include the following:-

- (a) **Departmental Exam Committee (DEC)** for conduct of Exams.
- (b) **Departmental Scrutiny Committee (DSC)** for scrutiny of Exam Papers.
- (c) **Departmental Technical Committee (DTC)** to guide instructors on uploading and administering Exam Papers.

54. AU Technical Committee established under Network Department shall provide technical assistance to all Depts during conduct of Online Exams. Exams Dept shall issue detailed Directory of Duties and instructions four weeks before the exams. Depts shall arrange training of faculty on conduct of online exam in coordination with Exams Dept and CPD.

Handling Cases of Use of Unfair Means

55. Chapter XV of AU Regulations, titled 'Policy to Curb Use of Unfair Means' provides necessary guidance for handling plagiarism and use of unfair means cases.

Grievances regarding Grading

56. A three-member committee, headed by a senior faculty member, shall be constituted to review grievances of the students about the Course Instructor or grades or for any other reported issue. A student shall submit the grievance in writing to HoD within five days of the receipt of grades / results. HoD shall forward the complaint to Director Exams for further action with a brief on initial investigation and recommendations.

EXAMS AT AU CAMPUSES AND AFFILIATED COLLEGES


57. Provisions of this Chapter shall be applicable to all AU Campuses and affiliated Colleges. However, they shall hold all exams independently under their own arrangements and may adjust exams schedules to suit local conditions.

58. Finalised exam results from Campuses and Affiliate Colleges shall be forwarded to Exams Dept for approval of VC. Compiled result must reach Exams Dept at least one week before the planned date for declaration of result.

59. Campuses and Affiliated colleges shall constitute Review Committees for checking of Answer Scripts and Question Papers of their Campus. Random checking of Answer Scripts and Exam Papers of Campuses and Affiliated Colleges shall be done by the relevant Depts at the Main Campus.

PROCEDURES AND GUIDELINES

60. In amplification of the regulations outlines in this Chapter, Exams Dept shall issue detailed procedures and guidelines for all AU Academic Depts, Campuses and Affiliated Colleges.

OPI	Date	Page No	Signature
Director Examinations	10 Nov 2021	12 of 22	

APPENDIX 'A'


WEIGHTAGE OF EXAMS

Theory Subjects (May Include Practical / Lab Element)

Exam		Weightage
(a)	End-Semester Exam	45
(b)	Mid-Semester Exam	25
(c)	Quiz / assignment	30
(d)	CEP / CEA	
(e)	Practical / lab / projects	
(f)	Class participation	
Total		100

Practical / Lab Subjects

	Exam	Weightage
(a)	End-Semester Exam	20
(b)	Mid-Semester Exam	15
(c)	Experiment lab reports / viva voce / CEP / project / PBL	65
	Total	100

OPI	Date	Page No	Signature
Director Examinations	10 Nov 2021	13 of 22	

APPENDIX 'B' GRADING SYSTEM

TYPES OF GRADING

1. **Relative Grading.** This system allows for screening of students according to their performance relative to their peers. A histogram of marks obtained by the students is drawn to identify ranges for assigning various grades. Ranges are based on upper and lower limits of percentage of students in a course that can have a particular grade.
2. **Absolute Grading.** This system allows for screening of students according to their performance on Percentile ranges defined for letter grade. The recommended thresholds are appended in Table B-1, but these may be superseded by policies governing specific levels / programs of education at AU.

Table B1

S.No	Marks (%age)	Letter Grade
1	85 – 100	A
2	80 – 84.99	A-
3	75 – 79.99	B+
4	70 - 74.99	B
5	65 – 69.99	B-
6	60 – 64.99	C+
7	50 - 59.99	C
8	Below 50	F

LETTER GRADES AND GRADE POINTS


Letter Grades

3. A Letter Grade is awarded to a student on the basis of his / her academic performance in a subject. A Grade Point is associated with each Letter Grade as specified in Table B-2.

Table B2

Letter Grade	Grade Points	
	Undergrad	MS/MPhil/MBA/PhD
A	4.00	4.00
A-	3.67	3.67
B+	3.33	3.33
B	3.00	3.00
B-	2.67	2.67
C+	2.33	2.33
C	2.00	2.00
C-	1.67	Not Applicable
D	1.00	Not Applicable

4. Additionally, the following Letter Grades may be awarded under special circumstances

OPI	Date	Page No	Signature
Director Examinations	10 Nov 2021	15 of 22	

as specified below:-

(a) **'F' (Fail Grade).** This grade is awarded if a student is unable to secure passing marks in the course. This grade earns zero Grade Points and the student is required to repeat the whole course whenever offered. 'F' Grade in a course is also awarded under the following conditions:-

- (i) The student has short (less than 75%) attendance in the course during the semester.
- (ii) Failure to appear in End-Semester Exam.
- (iii) The student drops the course after 5th week of the semester.

(b) **'I' (Incomplete Grade).** This grade implies that the student has not completed the requirements for award of a passing grade in the course, which may be due to one of the following reasons:-

- (i) The student is barred from appearing in the End-Semester Exams due to short (less than 75%) attendance, provided the internal assessment is 50% or higher. The student repeats the course whenever it is next offered and Internal Grades are not carried forward by the student.
- (ii) The student misses End-Semester Exam due to an unavoidable reason, and is allowed to take a retest with approval of VC, AU. In this case, internal grades are admissible for final evaluation of the student after retaking the End-Semester Exam. To avail this concession the student must apply within one week of missing the exam; otherwise an 'F' grade is be awarded.
- (iii) Any lapse on part of AU / faculty, due to which the student's complete result is not entered in time. The student is awarded 'I' grade for the purpose of announcing the results at a later time. In such cases, 'I' grade is replaced with the Earned Grade immediately after removal of the anomaly.


(c) **'W' (Withdrawn).** 'W' grade is awarded in the following cases:-

- (i) As an academic penalty to students for dropping a course between the 3rd and 5th week of classes.
- (ii) As a penalty for violation of discipline or use of unfair means in the exams.

(d) **'S' (Satisfactory) and 'U' (Unsatisfactory).** These grades are awarded to PhD and Masters students only, in their Quarterly Progress Reports for research performance. The grading of dissertation work is subsequently done by the supervisor on the basis of 'S' or 'U' grades earned by the student during research work. These grades are included in computation of Cumulative Grade Point Average (CGPA). In case a student earns two consecutive 'U' grades, the student may be dismissed from the course, in accordance with the policies governing graduate studies.

Grade Points

5. The Grade Points earned by a student in a course is calculated by multiplying the Grade Point associated with the Letter Grade earned with Cr Hrs of the course. Total Grade

OPI	Date	Page No	Signature
Director Examinations	10 Nov 2021	16 of 22	

Points earned in a semester are calculated by totalling Grade Points of all courses studied in the semester as shown in Table B-3.

Grade Point Average (GPA)

6. The GPA is defined as the average of Grade Points Earned in all subjects.

$$GPA = \frac{\text{Earned Grade Points}}{\text{Total Credit Hours}}$$

Semester GPA is calculated for a student's performance after each semester as


$$SGPA = \frac{\text{Earned Grade Points in the Semester}}{\text{Total Credit Hours of the Semester}}$$

Cumulative GPA is calculated for a student's performance throughout the degree program as

$$CGPA = \frac{\text{Total Earned Grade Points in All Semesters}}{\text{Total Credit Hours of Studies}}$$

Table B3

Course	Letter Grade	Grade Points	Cr Hrs	Earned Grade Points
Course 1	A	4.00	3	12.00
Course 2	B+	3.33	2	6.66
Course 3	C	2.0	1	2.00
Total			6	20.66
Semester GPA			20.66/6 = 3.44	

OPI	Date	Page No	Signature
Director Examinations	10 Nov 2021	17 of 22	

APPENDIX 'C'

ACADEMIC STANDINGS

1. Based on the CGPA earned by a student, his/her academic standing will be determined at the end of each semester as per the following tables:-

Table C1: Academic Standings - Undergraduate Programs


S No	CGPA	Academic Standing
1.	$3.75 \leq \text{CGPA} \leq 4.00$	High Honors
2.	$3.50 \leq \text{CGPA} < 3.75$	Honors
3.	$3.00 \leq \text{CGPA} < 3.50$	Good
4.	$2.50 \leq \text{CGPA} < 3.00$	Fair
5.	$2.00 \leq \text{CGPA} < 2.50$	Satisfactory
6.	$1.80 \leq \text{CGPA} < 2.00$	Warning
7.	$1.50 \leq \text{CGPA} < 1.80$	Serious Warning
8.	$\text{CGPA} < 1.50$	Dismissed & ineligible to rejoin

Table C2: Academic Standings - MS/MPhil/MBA (Spring 2017 onwards)

S No	CGPA	Academic Standing
1.	$3.75 \leq \text{CGPA} \leq 4.00$	Honour
2.	$3.50 \leq \text{CGPA} < 3.75$	Very Good
3.	$3.00 \leq \text{CGPA} < 3.50$	Good
4.	$2.50 \leq \text{CGPA} < 3.00$	Satisfactory
5.	< 2.50 in a semester	Probation (Repeat courses to improve CGPA)
6.	< 2.50 in second consecutive semester OR < 2.00 in 1 st semester	Dismissed

Table C3: Academic Standings – PhD Programs

S No	CGPA	Academic Standing
1.	$3.75 \leq \text{CGPA} \leq 4.00$	Honour
2.	$3.50 \leq \text{CGPA} < 3.75$	Good
3.	$3.00 \leq \text{CGPA} < 3.50$	Satisfactory
4.	< 3.00 in a semester	Probation (Repeat courses to improve CGPA)
6.	< 3.00 in second consecutive semester	Dismissed

OPI	Date	Page No	Signature
Director Examinations	10 Nov 2021	19 of 22	

APPENDIX 'D'


DISPOSAL OF ACADEMICALLY DEFICIENT CASES

1. Any undergraduate student whose CGPA is less than 2.00 at the end of a semester is termed as Academically Deficient case and is dealt with as per the following table:-

Table D1: Disposal of Academically Deficient Undergraduate Cases

CGPA	Academic Status	Consequences
$1.80 \leq \text{CGPA} < 2.00$	Warning	<ul style="list-style-type: none"> Reduced load Some new courses allowed Student must clear F grade or retake courses with low grades Student on first Warning must improve CGPA to at least 2.00 within next two semesters
$1.50 \leq \text{CGPA} < 1.80$ OR $1.80 \leq \text{CGPA} < 2.00$ (if already on Warning / Serious Warning) OR Accumulating 'F' Grades 16-20 Cr Hrs	Serious Warning	<ul style="list-style-type: none"> Reduced load No new courses allowed Student must clear F grade or retake courses with low grades Student on 2nd consecutive Warning / Serious Warning must improve CGPA to at least 2.00 within next semester. Third consecutive Warning / Serious Warning shall result in his / her dismissal from the Program (except in final semester where students would be allowed to achieve 2.00 CGPA only in next regular semester)
$\text{CGPA} < 1.50$ OR Three consecutive Warnings / Serious Warnings OR Accumulating 'F' Grades in 21 Cr Hrs or more	Dismissed	<ul style="list-style-type: none"> Ineligible to re-join AU

2. **Accumulated F Grades in Undergraduate Programs.** A student shall be awarded Serious Warning on he / she accumulates 'F' Grades in courses totalling 16-20 Cr Hrs at a time. In case the student accumulates 21 Cr Hrs with uncleared 'F' Grades, he / she shall stand dismissed.

OPI	Date	Page No	Signature
Director Examinations	10 Nov 2021	21 of 22	

3. In Graduate programs (MS / MPhil / MBA), a student shall stand dismissed if his / her CGPA remains below 2.50 for two consecutive semesters.
4. In PhD programs, a student shall stand dismissed if his / her CGPA remains below 3.00 for two consecutive semesters.

OPI	Date	Page No	Signature
Director Examinations	10 Nov 2021	22 of 22	